

## EXPENSES POLICY

### Members attending other meetings

Members of LASA who attend meetings of other organisations, specifically in connection with their role in LASA, may apply for a bursary to cover their expenses.

Such members who are in a position to seek financial support from their employer or research grant funder are encouraged to do so.

Members who have no other sources of financial support to attend the event, or whose employers do not support their attendance at the LASA Annual Meeting, may apply for a bursary to cover the following expenses:

- The registration fee for all, or for part (*pro rata*) of the meeting – consistent with the member's commissioned contribution to the meeting as a LASA-sponsored delegate
- Travel expenses (with the usual constraints: e.g., second class / economy fare / budget airline fee, whenever possible).
- Costs of accommodation needed to fulfil the role of representing LASA at the meeting.

Sundry subsistence costs will not qualify for reimbursement.

Expenses will be reimbursed on application to the LASA Secretariat after the meeting, subject to:

- Compliance with the Regulations governing applications for, and payment of, bursaries
- Confirmation that LASA's sponsorship was acknowledged in all relevant material presented at the meeting (slides, posters, fliers, website announcements etc).
- Submission of a completed 'Expenses Claim' proforma and the original receipts/ invoices for items that qualify.

Members in receipt of an award will be requested to provide a feedback report on their Section to the LASA Communications team (e.g. dissemination via FORUM or Website).